

POSITION DESCRIPTION

Clinical Educator – Clinical Simulation



Working at Northeast Health Wangaratta

At Northeast Health Wangaratta (NHW), we value our employees. We offer leadership, vision and an environment with a strong sense of teamwork, integrity, accountability, and respect. We are committed to providing staff with continuing education, research and professional development opportunities. This ensures that our people are part of a skilled and knowledgeable workforce, delivering exceptional high quality safe patient care. When you choose to work at NHW, you are committing to aligning everything you do with our values – **Fairness, Excellence, Respect, Kindness, Integrity and Courage.**

Position Details:

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| Position Title: | Clinical Educator – Clinical Simulation |
| Enterprise Agreement: | Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 |
| Position Classification: | YW4 – YW5 |
| Who does this position report to: | Operational Director – Education and Research Sub Dean, Medicine |
| Does this position manage or supervise others: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Workplace Location: | Green Street Campus Margaret Boyd Education Centre University of Melbourne |
| Primary purpose of the position: | NHW, in partnership with the University of Melbourne (UoM), facilitates and supports the learning and development of medical students through the Rural Clinical School (RCS). The Clinical Educator – Clinical Simulation will be responsible for the development of learning strategies and packages for students, and facilitation of learning with other users including staff, students and facilitator training. The role also has responsibility for the simulation laboratory and resources across both NHW and UoM. |
| Position Description reviewed: | December 2020 |

Key Accountabilities:

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| 1. | Develop educational programs, packages and provide clinical skills training of high quality for students and health professionals |
| 2. | Contribute to development of NHW capability to provide simulated and problem based learning initiatives to support maintenance and advancement of clinical skills for an interprofessional workforce |
| 3. | Responsible for developing clinical skills courses in collaboration with clinical educators and teachers, contributing especially technical skills and knowledge related to the operation of sophisticated simulators |
| 4. | Facilitation of fit-for-purpose simulation models |
| 5. | Utilise a broad range of simulation activities to meet learning outcomes of students and staff |
| 6. | Responsible for the day to day planning and implementation of simulation-based training |
| 7. | Contribute to, and participate in, teaching, learning and assessment as requested and as appropriate to the individual's expertise and research commitments |
| 8. | Mentor to build the capability and capacity of staff to utilise simulation methods Contribute to the maintenance of an environment where access to sim lab aims to maximise its utilisation |
| 9. | Support the recruitment of individuals to act as simulated patients as per university policy |

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| 10. Participate in equipment purchase that support learning outcomes utilising simulation |
| 11. Assist the facilitation of hospital mini CEX and long case assessments and exams |
| 12. Efficiently manage equipment and resources of both the ERU and RCS |
| 13. Promote the simulation laboratory to health service staff and other health service agencies to support learning and development |
| 14. Demonstrate a good working knowledge of various courses and their associated learning outcomes supported by the role |
| 15. Ensure simulator and other equipment is ready for courses and adequately maintained |
| 16. Identify equipment and consumables as required and escalate purchase requirements for continuing education |
| 17. Demonstrate a high degree of initiative and sound judgement in resolving problems or issues |
| 18. Facilitate understanding and integration of evidence based clinical practice |
| 19. Identifies unsafe practice and responds appropriately to ensure safe outcomes of care |
| 20. Engage in reflective practice, is accountable and accepts responsibility for own actions |
| 21. Operate with minimal supervision, demonstrate mature judgment, excellent liaison skills and the ability to represent the ERU and RCS across both health and educational settings. |
| 22. Provide leadership and contribute to shared administrative functions and duties across both Education & Research and the RCS teams |
| 23. Possess well-developed organisational, time management and problem solving skills, and have the ability to use initiative and be responsive to the needs of the students and staff we support |
| 24. Comply with the professional association standards, code of ethics (Australia) and the code of professional conduct (Australia) |
| 25. Comply with NHW competency training requirements for minimum safe practice |
| 26. Accountable to the policies and procedures of Northeast Health Wangaratta |
| 27. Other tasks as directed |

Key Relationships:

| Internal | External |
|--------------------------|--|
| 1. All NHW Staff | 1. Students |
| 2. Medical Practitioners | 2. Educational Providers |
| | 3. Hume Region Health Services |
| | 4. AHRI, APPRA and other membership entities |

Key Selection Criteria:

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| 1. Registration and Current Practicing Certificate with Nursing & Midwifery Board of Australia |
| 2. Post graduate qualification health care education |
| 3. Extensive experience in the design, delivery, facilitation and evaluation of immersive simulation techniques |
| 4. A working understanding of audiovisual applications with simulation |
| 5. Demonstrated ability in teaching clinical skills to health professionals |
| 6. Demonstrated high level initiative and problem solving skills and capacity to independently implement new ideas |
| 7. Excellent communication and interpersonal skills, with a proven ability to interact positively with staff and students at all levels both within health service and university environments |

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| 8. | Effective time management skills, organisational skills and the ability to work to meet deadlines |
| 9. | Ability to work independently as well as collaboratively and effectively within a team environment |
| 10. | Experience in undertaking and/or supporting research within a clinical agency or tertiary institution |
| 11. | An ability to use a range of contemporary computer software applications and databases |
| 12. | Demonstrated personal commitment to ongoing education / professional development |
| 13. | Demonstrated capacity to utilise and embrace current and emerging information, communication and learning technologies to achieve work objectives |
| 14. | Post graduate qualification in clinical education or simulated learning (Simulation Train the Trainers Levels 1 and 2) – desirable |
| In addition to the above, all staff must have an remain current for continued employment, the following: | |
| 1. | Current Class C Driver's Licence |
| 2. | A current National Police Check (renewed every 3 years) |
| 3. | A current Employer Working with Children Check (renewed every 5 years) |
| Immunisation: | |
| It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. | |
| Diversity: | |
| We encourage you to bring your 'whole self to work'. NHW is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at NHW means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attribute. We particularly acknowledge the traditional custodians of our land and pay our respects to elders past, present and emerging. | |
| Mandatory Training: | |
| It is a condition of appointment that all employees complete Mandatory Training and Clinical Competencies as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures. | |
| Performance & Accountability: | |
| A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation. | |
| Quality and Risk Management: | |
| In order to help ensure continued employee, patient safety and quality of care: | |
| ▪ | Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW |
| ▪ | Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements. |
| ▪ | Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate |
| ▪ | Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public |
| ▪ | Maintain a safe working environment at all times |
| ▪ | Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce |

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Staff are required to abide by the Code of Conduct for NHW.

Occupational Health & Safety and Wellbeing:

The safety, health and wellbeing of employees is a priority for NHW and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. I commit to:

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- Reporting through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values and vision

An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

Policies & Procedures:

Whilst the policies and procedures do not form part of your employment contract it is expected that you will comply with NHW's policies, procedures and reasonable instructions at all times during the course of your employment.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NHW. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the NHW Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

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| Name: | |
| Signature: | |
| Date: | |

POSITION DESCRIPTION – Jobs Demands Checklist

Clinical Educator – Clinical Simulation



The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

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| Position: | Clinical Educator – Clinical Simulation |
| Department / Unit: | Education & Research |
| Workplace Location: | Green Street Campus Margaret Boyd Education Centre University of Melbourne |

Frequency Definitions:

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|----------|---|----------|--|
| I | Infrequent - intermittent activity exists for a short time on a very infrequent basis | C | Constant - activity exists for more than 2/3 or the time when performing the job |
| O | Occasional - activity exists up to 1/3 of the time when performing the job | R | Repetitive - activity involved repetitive movements |
| F | Frequent - activity exists between 1/3 and 2/3 of the time when performing the job | N | Not Applicable - activity is not required to perform the job |

| Demands | Description | Frequency | | | | | |
|---------------------------------|---|-----------|---|---|---|---|---|
| | | I | O | F | C | R | N |
| Physical Demands: | | | | | | | |
| Sitting | Remaining in a seated position to perform tasks | | | X | | | |
| Standing | Remaining standing without moving about to perform tasks | | | X | | | |
| Walking | Floor type: even / uneven / slippery, indoors / outdoors, slopes | X | | | | | |
| Running | Floor type: even / uneven / slippery, indoors / outdoors, slopes | X | | | | | |
| Bend / Lean Forward from Waist | Forward bending from the waist to perform tasks | X | | | | | |
| Trunk Twisting | Turning from the waist while sitting or standing to perform tasks | X | | | | | |
| Kneeling | Remaining in a kneeling posture to perform tasks | X | | | | | |
| Squatting / Crouching | Adopting a squatting or crouching posture to perform tasks | X | | | | | |
| Leg / Foot Movement | Use of leg and / or foot to operate machinery | X | | | | | |
| Climbing (stairs / ladders) | Ascend / descend stairs, ladders and steps | X | | | | | |
| Lifting / Carrying | Light lifting and carrying (0 - 9 kg) | X | | | | | |
| | Moderate lifting and carrying (10 – 15 kg) | X | | | | | |
| | Heavy lifting and carrying (16 kg and above) | X | | | | | |
| Reaching | Arms fully extended forward or raised above shoulder | X | | | | | |
| Pushing / Pulling / Restraining | Using force to hold / restrain or move objects toward or away from the body | | X | | | | |
| Head / Neck Postures | Holding head in a position other than neutral (facing forward) | X | | | | | |
| Hand & Arm Movements | Repetitive movements of hands and arms | | X | | | | |
| Grasping / Fine Manipulation | Gripping, holding, clasping with fingers or hands | | X | | | | |

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| Work At Heights | Using ladders, footstools, scaffolding, or other objects to perform work | X | | | | | | |
| Driving | Operating any motor powered vehicle | X | | | | | | |
| Sensory Demands: | | | | | | | | |
| Sight | Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc | | X | | | | | |
| Hearing | Use of hearing is an integral part of work performance, eg: Telephone enquiries | | X | | | | | |
| Smell | Use of smell is an integral part of work performance, eg: Working with chemicals | X | | | | | | |
| Taste | Use of taste is an integral part of work performance, eg: Food preparation | X | | | | | | |
| Touch | Use of touch is an integral part of work performance | X | | | | | | |
| Psychosocial Demands: | | | | | | | | |
| Distressed People | Eg: Emergency or grief situations. | X | | | | | | |
| Aggressive & Uncooperative People | Eg: Drug / alcohol, dementia, mental illness. | X | | | | | | |
| Unpredictable People | Eg: Dementia, mental illness, head injuries. | X | | | | | | |
| Environmental Demands: | | | | | | | | |
| Dust | Exposure to atmospheric dust. | X | | | | | | |
| Gases | Working with explosive or flammable gases requiring precautionary measures. | X | | | | | | |
| Fumes | Exposure to noxious or toxic fumes. | X | | | | | | |
| Liquids | Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE. | X | | | | | | |
| Hazardous Substances | Eg: Dry chemicals, glues. | X | | | | | | |
| Noise | Environmental / background noise necessitates people raise their voice to be heard. | X | | | | | | |
| Inadequate Lighting | Risk of trips, falls or eyestrain. | X | | | | | | |
| Sunlight | Risk or sunburn exists from spending more than 10 minutes per day in sunlight. | X | | | | | | |
| Slippery or Uneven Surfaces | Greasy or wet floor surfaces, ramps, uneven ground. | X | | | | | | |
| Inadequate Housekeeping | Obstructions to walkways and work areas cause trips and falls. | X | | | | | | |
| Biological Hazards | Eg: Exposure to body fluids, bacteria, infectious diseases. | X | | | | | | |
| The area below is for any special comments or notes on significant physical or other demands required to perform this job: | | | | | | | | |
| Nil | | | | | | | | |